

OVERVIEW & SCRUTINY COMMITTEE

CHAIRMAN: Cllr Mike Haines

DATE: 9th April 2018

REPORT OF: Cllr Bullivant, Portfolio Holder for Car Parks

SUBJECT: Progress report of the Car Park Review Group

PART I

RECOMMENDATION

The Committee is recommended to note this report.

1. PURPOSE

The purpose of this report is to provide Members with an update of the work plan for the Car Park Review Group and a revision to its Terms of Reference.

2. BACKGROUND

In 2015 the Overview & Scrutiny Committee agreed to set up an Car Park Review Group to undertake a strategic review of the Council's off street parking policies so that Teignbridge's parking policy and operations remain current and effective to reflect the local need, whilst being cost-effective, embracing of new technologies and approaches to car parking.

The review was to specifically examine:

1. Comparisons with other neighbouring local authorities off street car parking policies and charges.
2. Potential modernisation of car parking equipment e.g. charging systems, number plate recognition and use of mobile phones, by identifying which car parks would benefit from this and pay on exit systems.
3. To understand the effects of car parking with the redevelopment of Newton Abbot (Halcyon Road area).
4. To consider the differing needs in each of the following areas:
rural/urban/coastal and seasonal charges.
5. Management of Forde House Campus facility to ensure complex related usage.

The Review Group focus was initially on items 1, 2 and 4, with an agreement to review all of the issues in more detail as part of a strategic approach to the Council's Car Parks.

TEIGNBRIDGE DISTRICT COUNCIL

The work of the group resulted in the investment in upgraded car park payment machinery which now enables customers to pay for their parking session by card. Work is also on-going to upgrade the parking permit system to allow customers to purchase and instantly receive a 'virtual' permit. The current contract for the pay by phone service, currently provided by RingGo, is due for review and will allow consideration of the current 20p 'convenience' fee that customers have to pay to use the service.

The Review Group stopped meeting in 2017 due to a number of changes relating to the group members, including changing roles within the Council or no longer being at the Council. As such, the outstanding work as set out in the original Terms of Reference were not progressed.

At a meeting of the Review Group on 29th January 2018 it was agreed to form a Working Group, to be chaired by the Portfolio Holder for Car Parking with the same political make up as the Review Group of 3 x Conservative Councillors, 2 x Liberal Democrat Councillors and 1 x Independent Councillor.

The Terms of Reference for the Group are set out as Appendix 1 to this report.

3. MAIN IMPLICATIONS

The implications that Members need to be aware of are as follows.

The cross party Working Group will meet to progress a Car Park Plan which will set out how the Council will run its Car Park service, and how it will manage and maintain its car park assets. This will include:

- How fees and charges are reviewed and set, including permits
- The role and purpose of the Council's car parks
- Future investment plans to upgrade the car parks
- Future investment plans to improve the customer's experience
- How the Council will deal with requests related to the car parks
- A review of each car park to look at its primary function and future plans for management
- An overview of which decisions will be made under delegated authority to the Portfolio Holder or officers, and which will go to the Working Group for consideration.

The Group will report back to Overview and Scrutiny with the consultation draft and final version of the Car Park Plan.

Following completion of the Plan the Group will meet quarterly to consider requests for significant changes to the operations of its car parks. Any accepted requests will then be reported to Overview and Scrutiny and Executive Committees for agreement. The Group will also report bi-annually to Overview and Scrutiny on all requests, so that Members are also aware of those that have been rejected and why.

TEIGNBRIDGE DISTRICT COUNCIL

4. GROUPS TO BE CONSULTED

None

5. WITNESSES TO BE CALLED

None

6. TIME-SCALE

The Working Group will produce a Car Park Plan by the end of 2018, and will report back to Overview and Scrutiny twice in that period, to review and endorse the emerging work to the Council's Executive Committee. Set out below are key milestone dates.

Activity	Timescale
Working group and officer group to develop draft Plan	April - June
Draft Plans to O&S then Exec for agreement to consult	July
Consultation	August - October
Review of feedback and amendments to Plan	October – November
Final Plan to O&S	November
Final Plan to Exec for sign-off	December

7. CONCLUSION

The Group will ensure that appropriate, detailed scrutiny is given to strategic decisions relating to Car Parks. The Car Park Plan will make sure that the processes and procedures relating to Car Parks are transparent, consistent, fair, and easy to understand by its customers.

Neil Blaney
Economy Manager

Cllr Phil Bullivant
Portfolio Holder for Car Parks

Wards affected	<i>All</i>
Contact for any more information	<i>Neil Blaney, Economy Manager, 01626 215233</i>
Background Papers (For Part I reports only)	<i>Appendix 1 Terms of Reference</i>
Key Decision	<i>No</i>
In Forward Plan	<i>No</i>
In O & S Work Programme	<i>Yes</i>

TEIGNBRIDGE DISTRICT COUNCIL

Appendix 1 – Car Park Working Group Terms of Reference

Car Park Working Group – Car Park Plan 2018

Overview

In 2015 the Overview & Scrutiny Committee agreed to set up a Car Park Review Group to undertake a strategic review of the Council's off street parking policies so that Teignbridge's parking policy and operations remain current and effective to reflect the local need, whilst being cost-effective, embracing of new technologies and approaches to car parking.

The review was to specifically examine:

1. Comparisons with other neighbouring local authorities off street car parking policies and charges.
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4. To consider the differing needs in each of the following areas: rural/urban/coastal and seasonal charges.
5. Management of Forde House Campus facility to ensure complex related usage.

The Review Group focus was initially on items 1, 2 and 4, with an agreement to review all of the issues in more detail as part of a strategic approach to the Council's Car Parks.

At a meeting of the Review Group on 29th January 2018 it was agreed to form a Working Group, to be chaired by the Portfolio Holder for Car Parking.

The group will consist of 6 Councillors, inclusive of the Chair, and have the following political make up to reflect the balance of the Council: 3 x Conservative Councillors, 2 x Liberal Democrat Councillors and 1 x Independent Councillor.

Membership of the Group will be the decision of group the Leaders, with the exception of the Chair.

Approach

The cross party Working Group will meet to progress a Car Park Plan which will set out how the Council will manage and maintain its car park assets. This will include:

- How fees and charges are reviewed and set, including permits
- The role and purpose of the Council's car parks
- Future investment plans to upgrade the car parks
- Future investment plans to improve the customer's experience

TEIGNBRIDGE DISTRICT COUNCIL

- How the Council will deal with requests related to the car parks
- A review of each car park to look at its primary function and future plans for management
- An overview of which decisions will be made under delegated authority to the Portfolio Holder or officers, and which will go to the Working Group for consideration.

The group will canvass the views of car park users, local businesses, and Town and Parish Councils to help the Council understand how it can best support the needs of the communities in which the car park is located.

The group will be provided with up to date information on car park usage, presentations on emerging technologies, finance, and legislation.

A formal consultation period will form part of this process, and an engagement plan will be developed and presented to the Group.

Recommendations that could involve a budget request will need to be approximately costed for future budget planning.

The Car Park Plan will be included on the Overview and Scrutiny work plan.

Timetable.

For the creation of the Car Park Plan, it is proposed that the Review group meets every 6 weeks. Reports will be taken to O&S and Executive to gain endorsement to consult on the draft Plan, and again at the end of the process to gain sign off.

Once the Plan is completed the group will meet quarterly to consider any proposed changes that would significantly affect the operation of the car parks. If the proposals are considered acceptable the group will take a report to O&S and then Executive for approval.

The Group will report on all requests on a bi-annual basis, so that Members are aware of all requests made and reasons for decisions to accept or reject those requests.